

Information for Attorneys and Trustees
U.S. Bankruptcy Court Western District of Kentucky

Case Management/Electronic Case Files (CM/ECF) is the new nationally sponsored automated case management and electronic docketing system for the Kentucky Western Bankruptcy Court. CM/ECF provides a new, easy-to-use electronic case filing feature that will make life easier for you by allowing you to file and view court documents over the Internet.

What Does CM/ECF Offer?

CM/ECF will allow attorneys and Trustees to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents (so files are not misplaced)
- Potential reduction in courier fees

What Do I Need to Use CM/ECF?

- A personal computer running a standard platform such as Windows or Macintosh
- Word processing software
- Internet access and a browser. The system has been certified with Netscape and Internet Explorer
- Software to convert documents into PDF
- Scanning equipment may be useful

How Does it Work?

The electronic case files system accepts documents in a portable document format (PDF). PDF retains the way a document looks, so the pages, fonts and other formatting are preserved. Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log on the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing (by pressing a submit button).

- Save or print the CM/ECF electronic receipt e-mailed from the court confirming that the document was filed.

Are There Fees?

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program. Attorneys, Trustees and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

How will I Sign Documents?

The court will issue logins and passwords. Using your login and password to file a document is considered to be your signature.

How Secure is CM/ECF?

CM/ECF has many security features and has passed an evaluation by the National Security Agency. Access to the system is through a court issued login and password.

When is CM/ECF Coming to This Court?

The Clerk's Office started using CM/ECF for its docketing system on February 25, 2002. Test attorneys will begin filing in May, 2002 and all attorneys will be able to start filing on August 15, 2002.

We will begin training attorneys, Trustees and creditors in June, 2002. Attorneys will be required to file most all documents electronically.

What Kind of Training will be Provided?

The Court will provide hands on training in the Louisville Office. The training will be free. We plan to provide weekday, Saturday and late afternoon training to accommodate out of town attorneys and those with busy office schedules. Training will be prioritized based on ECF readiness and each attorney's historical volume of filing bankruptcy cases and documents. Further information and online training can be found at the Court's website at www.kywb.uscourts.gov.

Contact Information

For more information on CM/ECF, you can contact the Project Manager, John Brubaker, at 502-627-5779.